

Adult Education Advisory Committee
April 13, 2005
Utah State Office of Education
Room 241
10:00 A.M. – 1:00 P.M.

Approved Minutes

PRESENT: Members: James Andersen (chair), Kim Dohrer (past chair), Paula Oakey (chair elect), Suzette Hudson, Edie Mitko, David Peterson, Wayne Mifflin, Edwin Espinel, Herb Clark, Mary Ann Parkinson, Virginia Sanchez, Hector Mendiola, Jeff Galli, and Gail Burningham (secretary). Others: Andrea Worthen for Don Carpenter, Rich Belnap, Sue Myers, David Frost and H. Doyle Bender

EXCUSED: Sandra Grant, Shauna South, Cindy Krueger, Norman Nakamura

Welcome and Introductions

The Adult Education Advisory meeting was held April 13, 2005 at the Utah State Office of Education in room 241. James Andersen welcomed everyone. Everyone introduced him/herself and stated the group they represent.

Approval of the Minutes

The minutes from the March 9, 2005 meeting were reviewed. A motion to approve March's minutes, after typographical corrections are made, was made by Suzette Hudson. Andrea Worthen seconded the motion and the minutes with corrections were unanimously approved.

Jim said that the directors had a great meeting in Moab and they wanted more time to continue their discussion regarding policies and rules in adult education. The State Board makes the decisions, however, the advisory committee makes recommendations and it should be that the directors could also make recommendations.

Adult Education Endorsement

The need for an adult and alternative endorsement was raised. It was asked why teachers who are not qualified in a subject can give credit to students in that subject. They are able to get an endorsement while they are teaching, but not otherwise. Kim said there had been a problem with this in the past with Youth and Custody teachers but that it has recently been resolved. Since this issue was raised again it would be appropriate to have someone in certification come and explain it to us. Jeff will make arrangements for someone to come to the next meeting

MIS (GED and Diplomas)

The MIS system, the funding formula, and how GED and high school diploma information is entered into the MIS system was discussed. Many directors do not fully understand the funding formula and how it impacts their funding. Districts receive money for outcomes and if students are enrolled in more than one district which district is to get the funding when they obtain their GED or High School diploma? The funding formula is fair and if directors fully understood it they would be more comfortable. Because many do not, it was suggested that the state office provide training to help them understand it. The question is: Are we comfortable with the outcomes valued at these percents? If several districts work with a GED student who gets credit

for the GED. Do we want to make recommendations to divide the money or have only the last program working with the student get credit? Why is value placed only on credit for GED and not on preparation? These questions impact how the MIS system handles data. Some districts will not opt into the MIS system and they won't download information into it until the end of each year. This means that information will be based on the prior year.

There was a lengthy discussion about how data will be calculated in the MIS system and the fact that we need to address problems we know will occur in the MIS system. The question was raised as to why some districts were able to have the option to not use the MIS system when there should be a uniform reporting system. Granite has significant money invested in their system and it should interface with the MIS system. Definitions need to be clear as to what various terms mean in the reporting process, so we can interface the information with the MIS system. A discussion regarding credit for GED and diplomas will be put on the agenda for the next directors meeting as will a discussion about the funding formula. Kim wants there to be a discussion with directors of small schools districts and large school districts at the next advisory committee meeting so there will be a better balance. Wayne and Jeff will invite three small district directors. The discussion about how to give credit for GED and high school completion (HSC) will be more productive when directors understand the formula. Funding ESL programs should also be discussed. This committee needs to study this situation and make a recommendation.

Discussion – Goals for next year

Top 20 Questions: The Advisory Committee wanted direction and input from directors in the field concerning their goals. The directors at the Moab meeting expressed a need for consistent answers to their questions. It was decided that we should find the top twenty questions that directors and providers ask the state adult education staff. Kim will work on seeking consistent answers to these top twenty questions. There should be commonality between the questions and the answers, and the policies and definitions that come from state office leadership. For example the definition of "Enrollee" should be clear and referenced in the Policy and Procedure Guide. There also needs to be a dialogue between the information technology people and leadership at the state office of education regarding definitions and the identified questions.

P & I Representation: The question was raised at Moab about the prisons and institutional representation on the advisory committee. This is a two-year term and Wayne Mifflin is the current representative.

Minutes to all Adult Providers: It was also decided in Moab that minutes of the advisory committee should be sent to all adult education districts and providers.

Census Monies to the Base: The directors at the meeting in Moab decided they wanted to move the census monies to the base as this is the last year money will be allocated to the census. Suzette said, "There should be a balance between access to adult education services and outcomes in the formula." There was a lengthy discussion on whether or not the money should be moved. It was decided that the advisory committee will look at the board rule and see if there is a rule that states exactly how the census money should be moved. If there is no rule then we will ask the former adult education director Senator David Steele where the money was moved when the census was reduced from 10% to 5%. If there is no precedent for this then we will

have a discussion at the next adult education directors meeting, and adult education directors can make a recommendation to this committee, and then in July or August the advisory committee can make a recommendation to the board.

Lunch

H B 232 and Uniform Assessment

Kim gave Jim a letter explaining the need to place HB232 on the Governors call list. It focused on adult high completion and students being able to take a test throughout the year. Under the current law adults do not have access to the test and will only have access a couple of times a year. This prevents them from entering employment, entering the military and being released from probation; they need access to testing throughout the year. Uniform assessment was discussed and it was noted that in Moab the adult education directors said that there should be a uniform assessment throughout the state. Ideally this assessment would be the UBSCT if we had access. Uniform assessment will be discussed at the next adult education directors meeting.

Other Business

Suzette Hudson talked about the Work Readiness program. The Department of Workforce Services is working to define the components of employment and to develop curriculum packages. She would like the adult education directors to participate and to help in the development of the curriculum. At our next meeting Andrea Sutton will come and explain the Work Readiness program. Suzette then introduced Doyle Bender who talked about the Disabilities Employment Summit coming up May 12, 2005 at the Salt Lake Community College. He invited adult education directors and individuals interested in adult education to attend the conference.

The Utah Issues Conference is asking for workshops. The conference is held on June 7, 2005.

Edie asked if there was a resource manual for adult education. She has a sample of a resource manual that was developed and will bring that to our next meeting. She would like a resource manual for adult education in very simple terms to be made available to potential adult education students and providers.

Agenda Items for May's Meeting

- Adult Education endorsement
- HB 232
- Work Readiness presentation
- Update on State Adult Education Coordinator Replacement
- Census money to base (Board Rules)

Adjourn

The meeting adjourned at 1:10 p.m. The next meeting will be held May 11, 2005 from 10:00 a.m. until 1:00 p.m. in room 241.